

City of Kalamazoo: Application for Temporary Structure (Tent-Canopy-Membrane)
 Community Planning and Development & Department of Public Safety Fire Marshal
245 N Rose Street, Ste 100, Kalamazoo MI 49007
269-337-8026

Permit #:	Date Issued:	Fee:	Payment #:
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Applicant Information

Applicant name				
E-mail				
Phone				
Fax				
Company				
Address				
Address of event				
Property Owner				
Property Owner Phone Number				
Property Owner Address				
Date of Event				
Name of Event				
Event Sponsored by				
Date of Installation				
Date of Removal				
Alcohol serviced on site	LCC Approval Obtained	Yes	NO	N/A
TEMPORARY STRUCTURE PERMIT IS SEPARATE FROM ZONING, HEALTH DEPT, PARKS AND RECREATION OR OTHER APPROVALS.				
Will Electricity be used on site	Electrician:			
Will Electricity be provided by a temporary drop or on-site service?				
Will Generators be used?				
Will the structure be heated?	Type of Heat and fuel source?			

Type of Structure (check box)

<input type="checkbox"/>	Tent	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
<input type="checkbox"/>	Canopy	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.
<input type="checkbox"/>	Air-supported structure	A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area. These structures are either double or single skin.
<input type="checkbox"/>	Membrane-Covered Cable Structure	A non-pressurized structure in which a mast and cable system provides support and tension to the membrane weather barrier and the membrane imparts structural stability to the structure.
<input type="checkbox"/>	Membrane-covered Frame Structure	A non-pressurized building wherein the structure is composed of a rigid framework to support a tensioned membrane which provides the weather barrier.

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A detailed layout of the site should be included with this application. The layout should include:

1. Size and location of the temporary structures including all objects within twenty feet of the temporary structure?
2. Existing buildings within twenty feet of the temporary structure and the property line.
3. Location of existing fire hydrants.
4. Indicate the points of egress, the width of each and the exit paths including length.
5. Indicate the location of emergency egress lighting.
6. Indicate location of fire extinguishers.
7. Indicate any electrical equipment and wiring methods.
8. Indicate location of generators.
9. Indicate the desired occupant load.
10. Provide floor plan of tables, chairs, stage (s), bars or counters.
11. Indicate the location of toilet facilities and the fixture count.
12. Provide information regarding resistance to wind, snow and seismic loads as applicable.
13. Provide operations plan for occupant load control, emergency exiting and security.
14. Provide certificate of flame resistance for each temporary structure.
15. The layout should indicate the direction north and a known reference point (street-address-etc)

Tent-Structure owner/contractor/installer:	
Structure owner/contractor/installer address and phone number.	

The Tent – Structure owner/contractor/installer shall provide the written manufacturers specifications regarding the installation of the temporary structure to the City of Kalamazoo with the return of the application or at a later time approved, however shall be provided prior to the temporary structure is installed.

Signatures & Approvals

I attest that the information provided and that I have the lawful authority to represent all parties involved in respect to the installation of temporary structures at the stated event & location.	Signature	
	Printed	Date:

Signature of property owner indicating approval (if required)	Signature	
	Printed	Date:

Signature of Building Official or Designee	Date:	
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Signature of Fire Marshal	Date:	
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Fee's Required (Includes 1 inspection)	Bldg		Mech		Elec		Fire		Total
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First three tents \$125, each additional tent \$25 and additional inspections are \$90.